



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: **LIBRARY MEETING ROOM**

Date: **October 19, 2026 | 5PM**

You may join the meeting via the internet. If you want to just listen to the meeting, please utilize the electronic method below:

Join Zoom Meeting: Topic: Ericson Public Library Board Meeting

Time: Sep 21, 2026 05:00 PM Central Time (US and Canada)

Every month on the Third Mon, until Jul 19, 2027 05:00 PM Meeting ID: 880 9985 0113

Passcode: 252205

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
- H. Old business
 - 1. FY28 Budget
- I. New business
 - 1. FY26 Annual Report
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, November 16, 2026, 5PM

The Board of Trustees of the Ericson Public Library met in regular session on Monday, September 21, 2026 at 5:00 p.m. at the library.

Those present were: Levi Baber, Lowell Davis, Heather Frese, Sue Gradoville, Sarah Hurley, Barbara Louis, Rachel McKenny, and Barb Rardin. Absent: Michael Carr. The meeting was called to order by McKenny at 5:00 p.m. There was a quorum present.

The meeting minutes for August 10, 2026, were presented by Williams. A motion to approve minutes was made by Gradoville and seconded by Baber; the motion carried unanimously.

The Director's report contained the following items for September 2026:

1. The circulation for August was 13,004. Computer usage was 778, Wi-Fi usage was 442 sessions, and we had 2,234 website visits. The meeting rooms were reserved 67 times.
2. The library received donations from J. & M. Jordan (\$1750), J. Miller (\$500), Lowrey for youth programming (\$1588.50), M. Manatt (\$7) for Juv. Nonfiction. The library also received reimbursement from the Friends for Flight Path (\$500) and for electronic resources as well and summer reading prizes and digitization (\$5291.40).
3. Don't forget about our week-long celebration for our 125th Anniversary at the end of September! The week will feature an ice cream social on Monday, trivia on Tuesday, a special storytime on Wednesday. The festivities culminate on Friday, October 2nd with our main celebration, with cake and music 5:00 to 6:00 PM and the "Shaping the Future of Place" event from 6:00 to 7:00 PM.
4. **Building maintenance.** Children's Storytime Room: The room has been repainted. This was necessary due to a pipe water leak and general wall deterioration. Drywall & Moisture Issues: We intended to repair peeling paint and repaint the wall near the children's basement windows, but discovered moisture issues. Because the drywall is glued directly to the block foundation, we cannot drill a sample or test for mold. Since the drywall is wet, we may need to remove it completely to inspect behind it. Additionally, we plan to regrade the exterior ground near the windows to address a likely cause of the water intrusion. Building Entrance: Repairs have been completed to improve safety for visitors. Landscaping & Garden: We received a quote to trim existing plantings and remove overgrown landscaping. Work is proceeding as planned for this fall. HVAC/Compressor: A failed compressor required a replacement part (\$1,700 plus labor). We are hoping this recent cluster of maintenance challenges is just a temporary spike rather than an ongoing trend.

5. Look out for the library and Friends of the Library in the Pufferbilly parade—we'll be riding in style with our featured Book Bike! You can also catch the Book Bike in action during the upcoming Halloween and Christmas parades. Plus, Downtown Boone invited us to join the Downtown Haunted Tours! We accepted and will be bringing classic literary hauntings to life.
6. We have completed and approved our website design. Revize is currently migrating our pages to the new site.

A motion to accept the Director's reports was made by Davis and seconded by Louis and carried unanimously.

The financial reports for September were examined and filed. A motion approving the financial reports and payment of warrants was made by Gradoville and seconded by Louis and carried unanimously.

Under committee reports, Williams provided an update regarding the Personnel committee completing the Directors annual review. Williams has filed the review.

No old business.

Under new business, Williams presented several policy revisions for the Trustees to review and discuss. First, Baber moved to approve the Billing, Fines, and Fees policy—including recommended updates on how to reinstate borrowing privileges—which was seconded by Gradoville and passed unanimously. Next, the Board reviewed updated job descriptions and starting salaries for the Program and Outreach Librarian and the Circulation and Program Assistant roles, noting a minor update to educational requirements; a motion to approve by Gradoville was seconded by Louis and carried unanimously. Finally, Williams requested promoting Ronda Kelley to Program and Outreach Librarian in alignment with the updated job description and salary scale. When Baber raised whether the position must legally be posted, Williams noted she would verify with the City Attorney. Baber then moved to approve the promotion contingent upon the City Attorney's confirmation, which was seconded by Gradoville and passed unanimously.

Williams updated the Trustees on initial FY28 budget planning and reviewed active and pending capital improvement projects. When asked if other projects should be considered, Trustees confirmed that the air handler controls upgrade and the reflooring project remain top priorities. Williams noted that the reflooring budget needs to be updated because the vendor who conducted a site visit last year never submitted a proposal. Baber offered a potential contact to help secure a reliable estimate, which Williams will follow up on. As she continues working with the City Administrator on general fund updates, Williams will compile a priority-focused budget to present to the board in November and to the City Council in December or January.

The meeting was adjourned at 5:35 p.m. on a motion by Rardin and seconded by Baber and carried unanimously.

Respectfully submitted,

Jamie Williams

Director's Report
Ericson Public Library
October 19, 2026

1. The circulation for September was 12,551. Computer usage was 646, Wi-Fi usage was 422 sessions, and we had 2,612 website visits. The meeting rooms were reserved 97 times.
2. The library received donations from the Boone 100's group (\$80), Carol Robinson (\$17). The library deposited desk donations (\$135), Library sales (\$454). The library also received reimbursement from the Friends for Wowbrary (\$520). The library received the direct state aid (\$4441), Boone County first allocation (\$44987.50) and refund of (\$250) from Science Center.
3. As we finish our celebrations for our 125th, a big thanks to our staff for planning and helping with all the programs, displays and extra work to make it extra special. We enjoyed the entire week of celebrating with our patrons and community and look forward to the next 125 years!
4. The garden square landscaping has been cleared out, and the dirt near the Children's Department windows has been built up and regraded to address standing water issues. Mike is actively monitoring the humidity levels. If the wall dries out properly, we will proceed with repairs and repainting. However, if moisture issues persist, we will remove and replace the drywall. I was able to get in touch with a company for the flooring replacement, which will include an option to have them move the books. I will update the CIP budget when I receive these figures, but this project is still pending for several years down the road.
5. Catch us at Trunk or Treat! Look for the library and the Friends of the Library with our Book Bike. The Friends are currently seeking active, engaged volunteers and board members—please spread the word if you know anyone who might be interested! Also, mark your calendar for their upcoming Trivia Night fundraiser on November 7th. Come out and support the Friends, who give so much back to our library! Check out their Facebook page for more details.
6. We are excited to welcome Carrie Jones to our team! Carrie brings fantastic library experience and started on October 12th. She is already a quick learner powering through training at record speed. We are also thrilled to welcome our new library page, Moriah. We are so glad to have both of them on board!
7. Upcoming Webinar Opportunity: Iowa Open Meetings & Records Laws. Ahlers & Cooney is hosting a lunch-and-learn webinar on Friday, November 13, from 12:00 to 1:30 PM covering Iowa's Sunshine Laws. It provides an overview of public meetings, closed sessions, records requests, and best practices for board and staff members. Let me know if you are interested in attending so we can get you registered!

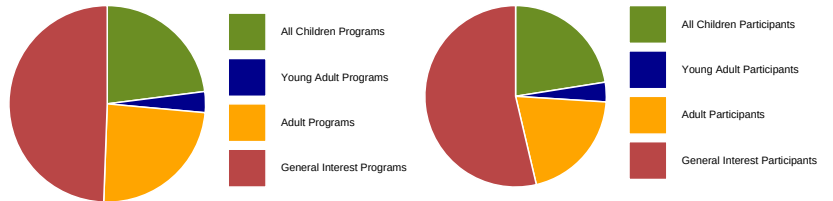
Ericson Public Library

July, 2026 - September, 2026

July

Overview

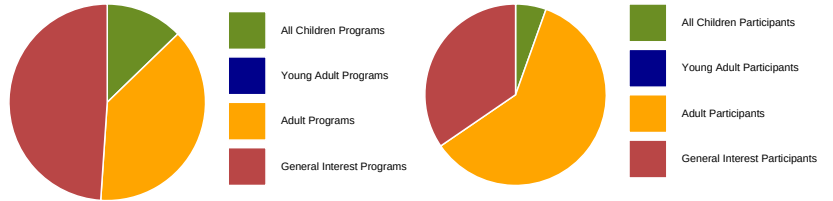
All Children Programs	20	22.99%	All Children Participants	361	22.51%
Young Adult Programs	3	3.45%	Young Adult Participants	56	3.49%
Adult Programs	21	24.14%	Adult Participants	326	20.32%
General Interest Programs	43	49.43%	General Interest Participants	861	53.68%
Total Programs	87		Total Participants	1604	



August

Overview

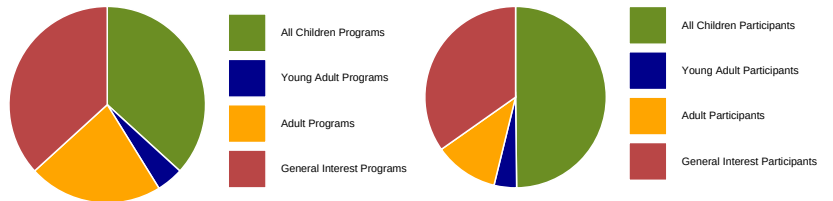
All Children Programs	6	12.77%	All Children Participants	18	5.45%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	18	38.3%	Adult Participants	198	60%
General Interest Programs	23	48.94%	General Interest Participants	114	34.55%
Total Programs	47		Total Participants	330	



September

Overview

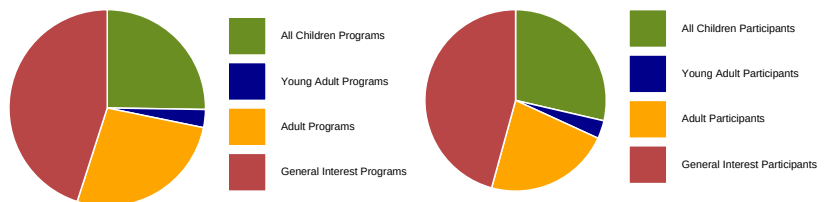
All Children Programs	25	36.76%	All Children Participants	410	49.82%
Young Adult Programs	3	4.41%	Young Adult Participants	33	4.01%
Adult Programs	15	22.06%	Adult Participants	94	11.42%
General Interest Programs	25	36.76%	General Interest Participants	286	34.75%
Total Programs	68		Total Participants	823	



Year in Review

Overview

All Children Programs	51	25.25%	All Children Participants	789	28.62%
Young Adult Programs	6	2.97%	Young Adult Participants	89	3.23%
Adult Programs	54	26.73%	Adult Participants	618	22.42%
General Interest Programs	91	45.05%	General Interest Participants	1261	45.74%
Total Programs	202		Total Participants	2757	



In September, you had 97 bookings overall with a cumulative attendance of 877 patrons.

Change from prior month



97 ↑ 44.78%

Total Bookings



877 ↑ 178.41%

Total Attendance



9 ↑ 91.49%

Average Attendance

45 ↑ 60.71%
Internal Bookings

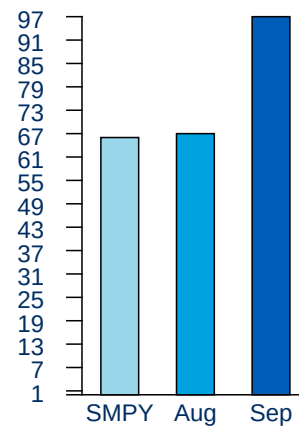
48 ↑ 29.73%
Patron Bookings

4 ↑ 100%
Non-Profit Bookings

0 ↑ -
For-Profit Bookings

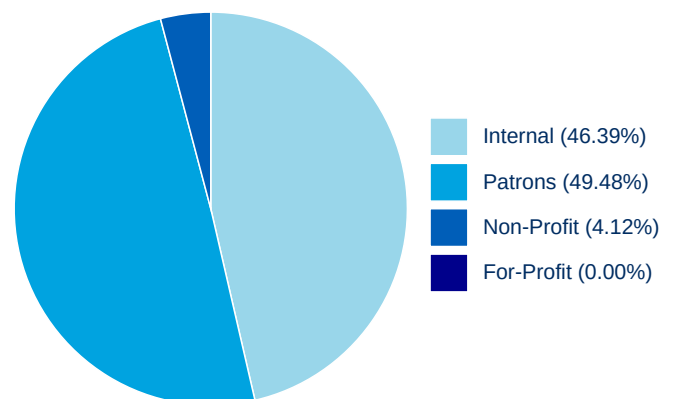
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



Ericson Public Library

September-2026

In September, 178 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



422 ↓ -4.52%

Monthly Sessions



389 ↓ -1.02%

Total Visits



178 ↑ 1.14%

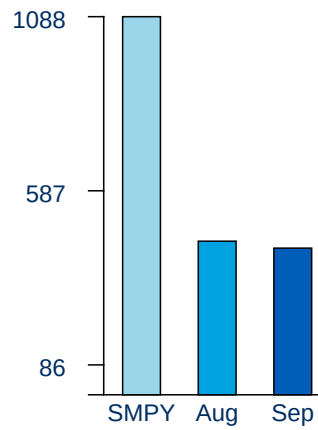
Unique Visitors



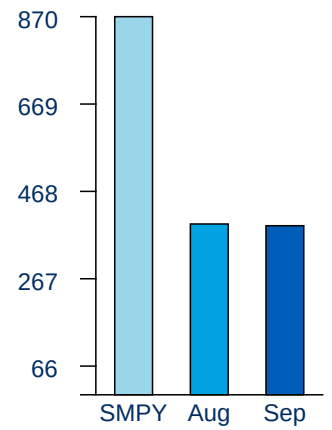
2.19 ↓ -1.79%

Average Return Rate

Total Monthly Session Count

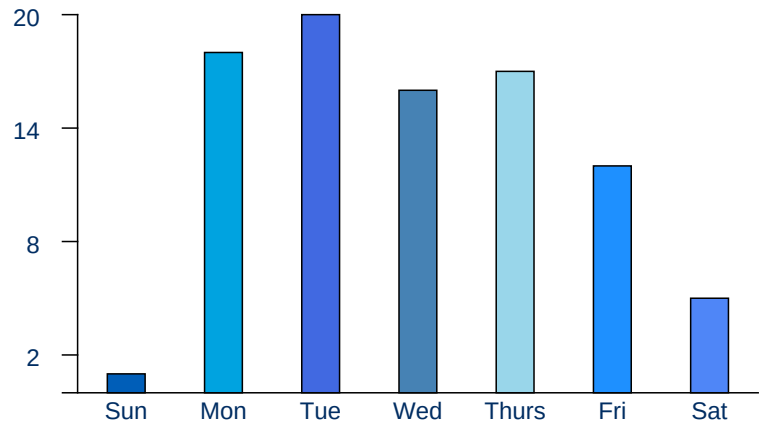


Total Monthly Visits

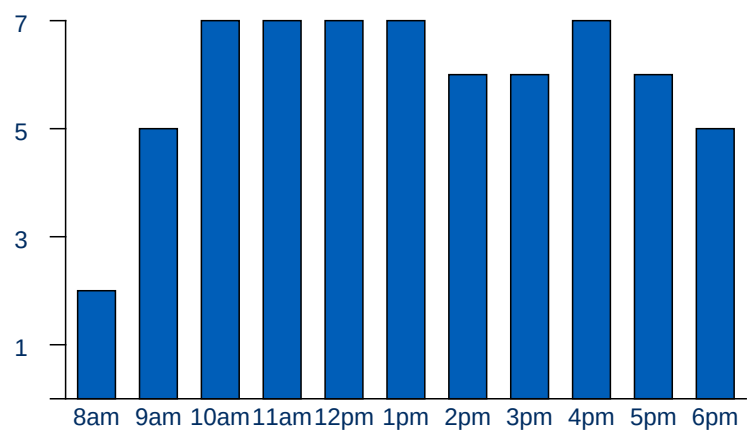


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





ERICSON PUBLIC LIBRARY

CONNECT | LEARN | ENRICH



ANNUAL REPORT 2026



LETTER FROM THE DIRECTOR



JAMIE WILLIAMS | DIRECTOR

What an incredible year it has been for all of us here at the Ericson Public Library. There is such a wonderful, welcoming energy in our building these days, and it is all thanks to wonderful neighbors like you.

As we just celebrated our milestone 125th anniversary, we were able to put on an entire year of fantastic historical and cultural program series to look back not only at the story of our library, but at the rich, shared history of Boone itself.

Part of this celebration includes the wonderful news that we have officially completed the Boone history newspaper archives project, preserving local newspapers from the late 1800s all the way through 2025! We are so thrilled to share that this community treasure has already been used over 46,000 times by researchers and history lovers from all around the world. We are VERY thankful to those who made it possible to do this as we commemorate our 125 years!

Inside this annual report, you'll find a snapshot of our year through inspiring stories, key statistics, and a look at our goals and where we're headed for the next year.

Beyond our historical milestones, we continue to expand our reach and impact through meaningful collaborations. Through our partnership with Volunteer Iowa, our library was able to create and distribute thoughtful kindness kits to support our dedicated community helpers. Thank you to our schools for allowing their students to create thoughtful notes to them and a also thanks to our local law enforcement officers, firefighters, doctors, nurses, EMS personnel, and dispatchers!

We also want to make sure everyone feels welcome and connected, no matter how you choose to visit us. We have updated our spaces to be more accessible for everyone walking through our doors or browsing our website or digital shelves online. Alongside these physical and digital enhancements, we have also upgraded our network infrastructure to provide faster, more reliable service for everyone.

There is much more to anticipate in this next year and I am eager to continue introducing new services, programs, and resources that provide extraordinary opportunities for our community. As I witness the positive impact we make each day, I am keen to address the challenges that lie ahead for both the library and the community.

Cheers! ~Jamie

THE IMPACT

With our library goals guiding the way, we continue making a meaningful impact together, and we look forward to carrying this momentum into FY27!

ACCESSIBILITY | CONNECTION | TECHNOLOGY GOALS



At the end of fiscal year 2026, our library board decided to take our website to the next level. To ensure everyone in our community can connect with us seamlessly, we are proud to invest in a complete website redesign. By meeting modern accessibility standards, we are making it easier than ever for every patron to access our digital library and resources.

Behind the scenes, we've upgraded our server and access points to provide our community with a faster, more robust, and reliable network.

Finally, we've updated one of our restrooms to fully meet ADA accessibility standards, ensuring everyone who visits our building feels comfortable, welcomed, and accommodated.

EDUCATION | LEARNING | WELLBEING GOALS

Throughout this past year, the library has deepened its commitment to lifelong learning by expanding our diverse programming and strengthening community bonds. We placed a massive focus on early learning and youth literacy, providing engaging spaces and programs that set our youngest patrons up for academic success. We also saw an incredible surge in social connection, highlighted by a notable increase in book club attendance. Beyond reading groups, we met our educational goals through dynamic life-skill workshops—covering essential topics like budgeting, organization, and digital literacy—and by continuing our popular health and wellness series. By collaborating with valued partners and local experts, we provided empowering learning opportunities for all ages. At the same time, we honored our roots during our 125th anniversary year by partnering with local historians and serving as a rich, accessible historical resource to ensure the story of Boone inspires generations to come.



SPACE GOALS

Our library is dedicated to being a welcoming place for all to gather, learn, and enjoy. We currently offer four versatile, reservable spaces for public meetings that can be easily booked through our website—having hosted thousands of individuals this past year—while actively expanding our facility's physical accessibility to ensure comfort and inclusion for every visitor. We continue to plan for our phased capital improvements as we budget an amount every year to be able to complete projects within the next 3-7 years, including updating HVAC controls and replacing flooring, as well as enhancing our outdoor areas to foster even more community programming and gathering opportunities.

THE NUMBERS



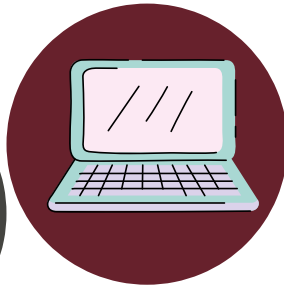
Physical Materials Circulated



73,031
VISITS

36,407

Downloadable
Materials
Used



6,588

Public Computer
Sessions

27,281

Website Visits



5,700

Reference questions
answered



12,814

Wi-Fi
Sessions



THE FUN

12,714

Program
Attendees

724

Total
Programs

1,441

Storywalk
participants

2,743

Hours open to
the public

5,222

Library
Card Holders

THE FINANCES

Income Sources

City of Boone

General Fund

Capital Income

Contract Cities

Boone County

State

Fines/Fees

Gifts/Grants

Capital grant funding

\$431,768

\$35,699

\$839

\$83,225

\$9,419

\$8,894

\$35,373

\$29,260

Operating Expenditures

Materials

Salaries

Benefits

Other Operational

Expenses

Capital Expenditures

\$54,492

\$364,571

\$180,589

\$111,378

\$64,959

THE STORIES

Google 5 star reviews!

"This library has something for everyone- not just books of all stripes, but also artwork, great staff who are very helpful, and comfy chairs that invite diving into your next read in comfort." -Susan

"Awesome library always have things to fill my calendar. They really have something for everyone!" -Taylor

"This is a beautiful historic library with so many activities and programs. Great for kids and I take full advantage of the free ebooks and audio books, especially when I travel." -Penny

Staff supports our community

"When I work at the desk, especially the Main Floor desk, I get a lot of patrons who are having difficulty with a piece of technology (oftentimes their phones). Most of the time, I can help figure out the issue through a combination of practice working with tech, a willingness to try, and if all else fails, looking things up online. The patrons are grateful and frequently say things like "I never would have figured that out on my own" and "thank you for helping me figure it out". Even when I can't solve the problem, the patrons tend to appreciate that someone was willing to patiently talk to them and try to help. I like that I can be here provide support and I appreciate that the library feels like a safe place to ask for help!" -Rebecca (staff member)

Welcoming & Encouraging

"We moved to Boone about two years ago from Missouri to be near our daughter. We are retired and didn't know anyone when we moved except our daughter and her family. I didn't know where to go but someone in church mentioned a knitting group at the library. My husband and I came in for library cards and got the schedule and I've been coming ever since! I absolutely love Stitch Night with Ronda. It's a complete success for the library, well run, extremely welcoming, and I just absolutely love it.

This group has helped and encouraged me to spread my wings. It's really been a blessing and helps to have an outlet. Can't say enough good things about my experience and it's allowed me to get to know others in the community." -Sue

Thankful for the Library!

"Recently picked up the Annual Report 2025 for the library. While I am familiar with alot of what goes on at the library.....this was a good review for me. Only wish I could still be more active and take part in more of this. Just wanted to say thanks to all of you that do so much (behind the scenes) to make this a more enjoyable, pleasant, helpful learning location for all of us. Kudos!!!! -Delores



Grants, gifts, and donations

help us do more!

Year after year, I am deeply moved by the incredible generosity of our donors, local foundations, and the Friends of the Ericson Public Library. Your support breathes life into our mission and makes extraordinary things possible. This year, a landmark \$25,000 gift from the Fitzgerald Foundation helped us fully achieve our goal of digitizing the Boone newspaper archives! Beyond that, \$64,633 in critical extra funding powers the services our community loves and relies on every day: children's non-fiction books, Adventure-Pass, engaging year-round youth programming, healthy snacks, Wi-Fi hotspots, historical programs through our Journal in Place series, wellness-visit books at Boone County Hospital, and digital favorites like Libby and Hoopla. Simply put, these vital resources exist because of our donors.

We extend our deepest gratitude to the Friends of the Ericson Public Library, Fitzgerald Foundation, Leonard A Good Trust, Boone Bank, Lowrey Foundation, Pratt Fenton Charitable Trust, United Way of Boone County, Lions Club, Nerem & Associates, Volunteer Iowa, and every single one of our generous individual donors. Your contributions truly are gifts that keep giving back to Boone. THANK YOU! -Jamie



LOWREY CHARITABLE FOUNDATION
GEORGE PAUL AND GRACE E. LOWREY
"Established to provide recreational services and facilities for the benefit of the youth in Boone County"



THE TEAM

Our Staff is one of a kind!

Thank you to the following full time staff members who are dedicated to this profession:

Andrea Williams, MLIS | Assistant Library Director | serving EPL for 13 years!

Zach Stier, MLIS, Ed.D | Children's Librarian | serving EPL for 15 years!

Grace Hanley, MLIS | Librarian | serving EPL for 2 years!

Ronda Kelley | Librarian | serving EPL for 13 years!

Carrie Jones, | Librarian | serving EPL beginning this year!

I also would like to thank our part-time staff who do so much to help and take care of our community: Moriah, Mindy, Megan, Rebecca, Madeline, Connor, Noah, AND Mike, who takes care of our beautiful, historical building so well!

Our Library Board is committed to the very best Library for you!

Made up of eight city residents and one rural resident, the Library Board city trustees are appointed by the Mayor with Council approval, and the rural trustee is appointed by the Boone County Board of Supervisors. Terms are six years.

Heather Frese (rural), 2028

Michael Carr, 2028

Sue Gradoville, 2028

Sarah Hurley, 2032

Lowell Davis, 2030

Levi Baber, 2030

Rachel McKenny, 2032

Barbara Rardin, 2032

Barbara Louis, 2030

A big thanks to the Library Board of Trustees who are always keeping the library relevant and supported in our community!

Friends of the Ericson Public Library!

Our Friends are wonderful volunteers that run their own nonprofit, 501(c)3 to fundraise for the library. They fund different library resources, programs and services that are above and beyond what our budget can support! This includes:

- Hotspots
- Baby books and packets for parents & newborns
- Annual Reading Programs
- Online research databases
- Book discussion books, large print books
- BRIDGES and other online resources



Our Volunteers



Not only do our Friends of the Library Board members volunteer, our Friends members volunteer and help with programs and fundraisers! They manage book sales, put together baby packets, and assist with fun events totaling hundreds of volunteer hours! We also had 22 community volunteers volunteer 217 hours in FY26.

Our City Leaders



City administration, department heads, staff, Mayor and City Council support and work with the library in different capacities from assisting with projects, building issues, programs, funding and more!

Our County Leaders



County supervisors and staff also support the library with funding, projects and programs.

Our Community Partners, Organizations and Businesses

We rely heavily on organizations like Aging Resources, Boone County Hospital, Boone Schools, Iowa Legal Aid, ACCESS, ISU Extension, Fareway, BSVRR, Boone Bank, Chamber, Dutch Oven Bakery, Nerem & Associates, Book Shoppe and many other local businesses to support us and we are SO grateful. We have over 50 partners and growing!